



MISSISSIPPI STATE PERSONNEL BOARD

LYNN FITCH
EXECUTIVE DIRECTOR

MEMORANDUM

To: Elected Officials, Agency Directors, and Personnel Officers

From: Lynn Fitch, *[Signature]*
Executive Director

Date: June 25, 2009

Re: FY 2010 Conversion Schedule Addendum

Since the FY 2010 appropriation bills have not been finalized and in conjunction with the June 15, 2009 MMRS memo and the June 19, 2009 SPB memo, the State Personnel Board provides the following addendum to the FY 2010 conversion guidelines.

SPB staff will continue to diligently assist agencies in resolving any pending transactions prior to the **June 26** cutoff date. Any transactions which cannot be resolved by June 26 will be returned without action for processing at a later date. At the same time, we ask that you begin the process of clearing all transactions from your system. This includes transactions that have been keyed into the system but have not been transmitted for approval to the State Personnel Board. Also, please do not enter any transactions with a July 1, 2009, or thereafter effective date until after the Fiscal Year 2010 conversion process has been completed. All transactions with an effective date of July 1, or after, will be returned without action, or purged by SPB staff.

The final day to enter transactions with an effective date of June 30, 2009 or before is **close of business Friday, June 26, 2009**. We ask that you do not enter any transaction into SPAHRS after this date other than those specifically requested by State Personnel Board staff. After **June 27, 2009**, agencies will have read-only access to SPAHRS.

As a result of the delay in the appropriations process, the agency's FY 2009 data will be copied over as the FY 2010 agency data until such time as the finalization of the FY 2010 appropriation process occurs. Any necessary and/or required changes to your agency's data will be rectified upon passage of the FY 2010 appropriation bills. Therefore, **a human resource professional for your agency does not need to be available on Saturday, June 27, 2009.**

Thank you in advance for your assistance and understanding in regard to this year's conversion process. Should you have any questions or need additional assistance, please do not hesitate to contact the Office of Classification and Compensation at (601) 359-2764.

FM/ANC